

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 March 1958

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 10
6 March - 12 March 1958**I. SIGNIFICANT ITEMS**

Nothing to report.

II. OTHER ACTIVITIES

A. Effective Speaking Course No. 6 started on Monday, 10 March, with seven students -- the smallest enrollment this course has yet had. Because of a dental appointment, one student was unable to attend the first session, but he plans to enter the class on Wednesday, 12 March. There are two students from OTR, two from OCI, and one each from OCR, OSI, FI, and TSS.

B. Six of the seven students enrolled in Conference Leadership Course No. 7 completed the course on Wednesday, 5 March. Because of a death in his family, one student was unable to attend enough sessions to permit an evaluation. He has agreed to complete the course, if possible, the next time it is offered.

C. Eighteen of the nineteen students enrolled in Effective Writing Course No. 17 completed the course on Thursday, 6 March. Because of pressure in his office, one student withdrew from the course during the first week.

D. During the past week [] assisted the IO staff in conducting a seminar. 25X

[] 25X

F. On Tuesday, 11 March, [] Chief, Records Management Staff, to be briefed on the activities of this staff in reorganizing administrative files in the Agency on a uniform basis. Future plans of the staff to help analysts with their research files and some basic principles of filing were also discussed. The information is being incorporated into the second running of Intelligence Research (Techniques) to be given for OSI personnel beginning 24 March. The course will run for five weeks, four full days a week. 25X

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